

PCard Payment Procedures 2013 Year-End Close

PRC2 documents contain three fields which allow you to indicate a fiscal period. They are the Budget Fiscal Year (BFY), Fiscal Year (FY), and Period (PER). These fields are located in the Header and Accounting sections of the document. For PRC2 documents, you **MUST** code the entire fiscal period (BFY, FY, PER) on the Header of the document. Do not code any part of the fiscal period (BFY, FY, PER) on the Accounting section. The fiscal period (BFY, FY, PER) coded on the Header will apply to all accounting lines on the document. You will NOT be able to specify that certain transactions on the document post to one fiscal period and others post to a different one. In addition, if you do NOT code a fiscal period (BFY, FY, PER), all accounting lines on the document will post to the fiscal period in which the document was approved to a *Final* phase. With this in mind, please refer to the following guidelines when processing your PRC2 documents with the due date of July 30, 2013.

Documents with Posting Dates of June 18 - June 28

- ◆ These documents should be posted to the *old-year* (BFY=2013, FY=2013, PER=12 or 13)

NOTE: If you wish for these documents to post to PER 12 then, they will need to be submitted with a *Final* phase by Close of Business (COB) June 28.

- ◆ If funds are not available, these documents may be posted to the *new-year* (BFY=2014, FY=2014, PER=1)

NOTE: If you choose to post these to the *new-year*, do NOT submit these into workflow until July 1 or after. Be sure and leave the fiscal period (BFY, FY, PER) blank.

(PRC2's with Posting date June 28th will need to be coded to PER 13 to post to old year as the document will not be available until after PER 12 is closed.)

Documents with Posting Dates of July 1 - July 11

- ◆ If all goods and/or services from all transactions are received on or before June 30, 2013, the document can be posted to the *old-year* (BFY=2013, FY=2013, PER=13).
 - ◆ If funds are not available, these documents may also be posted to the *new-year* (BFY=2014, FY=2014, PER=1)
- ◆ If any of the goods and/or services were received in the *new-year*, the document must be posted to the *new-year* (BFY=2014, FY=2014, PER=1)

NOTE: If you choose to post these to the *new-year*, do NOT submit them into workflow until July 1 or after. Be sure and leave the fiscal period (BFY, FY, PER) blank.

Documents with Posting Dates of July 12 - July 16 will ALL post to *new-year*.

All documents that you wish to post to the *old-year* MUST be submitted to a *Final* phase by COB, July 12, 2013.